



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☒ State employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☐ Interested individuals who meet the stated requirements

Issue Date: March 10, 2017

Posting No.: 81-17

TITLE: Personnel Assistant 2 **SALARY:** \$56,123.01 - \$79,773.39

LOCATIONS: East Jersey State Prison, Office of Human Resources – Rahway, NJ

JOB DESCRIPTION: Under direction of a Personnel Assistant 1 or other supervisory official in a state department, institution, or agency, acts in the capacity of a principal assistant in the supervision of the overall, or a significant portion of the overall, personnel program area such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, management assistance, or employee relations; or performs personnel work of considerable technical difficulty in one or more of the above major personnel program areas; does other related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Three (3) years of professional experience in a personnel program of a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME *AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN March 24, 2017.

Forward Response To:

Latonya Andrews, Manager, Human Resources
Regional Personnel Services, Region 2
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065

Emailed resumes are to be sent only to:

Martin.Hayes@doc.nj.gov